



# Jefferson County Health Department

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## Jefferson County Board of Health Minutes

July 21, 2021

Zoom meeting or Room 205 at Jefferson County Courthouse

### Board Members

Kirk Lund, Chair; Dick Schultz, Vice-Chair; Maria Dabel, Secretary; Samantha LaMuro, R.T.; Don Williams, M.D.

1. **Call to Order:** Meeting was called to order by Lund at 1:00 p.m.
2. **Roll Call (establish a quorum):**  
Board of Health Members Present: Kirk Lund, Chair (via Zoom); Dick Schultz, Vice-Chair; Maria Dabel, Secretary; Sam LaMuro; Dr. Donald Williams. Quorum established per Scott.  
Others Present: Gail Scott, Director; Elizabeth Chilsen, Public Health Program Manager; Sandee Schunk, Recorder; Samroz Jakvani, Epidemiologist (via Zoom); Kaylie Mason, Environmental Health Specialist (via Zoom); Michele Schmidt, Administrative Assistant II (via Zoom); Ben Wehmeier, County Administrator; Blair Ward, Corporation Counsel; Supervisor Anita Martin. Guests: Carie Kendrick, Fort Atkinson; Lynn Kramer, Sullivan; Virginia Kubicek, Jefferson; Jan Johnstone, Jefferson; Stacy Raemisch, Lake Mills.
3. **Certification of Compliance with the Open Meetings Law:** Wehmeier certified compliance with the Open Meetings Law.
4. **Approval of the Agenda:** No changes to the agenda requested.
5. **Approval of Board of Health Minutes for April 21, 2021 Meeting:** *Motion by Schultz/Dabel to approve the Board of Health meeting minutes from April 21, 2021 as printed. Motion passed 5 – 0.*
6. **Communications:** None
7. **Public Comment:** 2 guests provided comments on agenda item #10 “Update on COVID-19 Pandemic”.
8. **Review of Health Department Financial Report:** Schunk reviewed the May 2021 Statement of Revenue & Expense Report included in the meeting packet.
  - a. **Discussion and Possible Action on Public Health Fees:** A handout was provided. Scott requested that 2021 Public Health Fees not be raised in 2022. *Motion by Schultz/Dabel to keep administrative fees for TB Skin Tests and vaccinations at the current level. Motion passed 5 – 0.*
9. **Health Department Strategic Plan Discussion:** Scott reported the Health Department is conducting a strategic plan to look at how the department will look post-pandemic and update the Mission, Vision and Values with stakeholder input. LaMuro offered to send a copy of the Fort HealthCare Strategic Plan for a reference tool.
10. **Update on COVID-19 Pandemic**
  - a. **Statistics:** Jakvani reported on the current COVID-19 data and trends and updated the board on COVID-19 vaccines.
  - b. **Discussion and Possible Action on COVID-19 Special Projects Funding for Wisconsin Association of Local Health Department and Boards (WALHDAB):** Handout included in the meeting packet. WALHDAB members were asked to contribute voluntarily to the Special Projects Fund. *Motion by Williams/LaMuro to support and contribute \$900.00 to WALHDAB as one time funding for 2021. Motion passed 5 – 0.*
  - c. **Staffing:** Chilsen reported that during the COVID pandemic the department had 52 employees with 27 devoted solely to COVID. The additional staff has now been scaled back to 9 focused on COVID.
  - d. **Disease Investigation and Contact Tracing:** Chilsen reported that the staff is continuing emergency response, ICS structure, follow-up on hospitalizations, follow-up with schools, daycares and businesses for COVID-19 disease investigations and contact tracing.
  - e. **Vaccine Distribution:** Chilsen reported that we are shifting goals within the department and re-structuring. Focused on mobilizing clinics, ICS teams, working on outreach to faith-based facilities and businesses. We are no longer providing mass clinics unless requested and there will not be door-to-door visits to offer COVID vaccinations.
  - f. **Testing Plans:** Chilsen updated the board on testing plans and types of tests used.
  - g. **After Action Report/Improvement Plan for Testing and Vaccine Task Force:** Jakvani reviewed the handout included in the meeting packet.

#### 11. Discussion of the Public Health Program

- a. **Review of Statistics:** Chilsen reviewed the handout included in the meeting packet and stated there was not a lot to report due to the focus being on COVID-19. With the restructuring of the Health Department, any recommendations are welcome for data points to gather for the Board of Health.
- b. **Review of Communicable Disease Cases Reported:** Chilsen reviewed the handout included in the meeting packet for dates 01/01/2021 – 06/30/2021. There were 1,515 confirmed COVID cases during this timeframe.
- c. **Staffing Update Health Department**
  - i. **New Positions – Epidemiologist and Drug Free Coalition Assistant:** Scott reported that the Epidemiologist position is being put into the 2022 County budget. It is being decided if this position will remain contracted or become a County employee. The Drug Free Coalition Assistant is currently approved as a Limited Term Employee (LTE) to assist the RN that coordinates the Drug Free Communities Grant. The newly created job description is included in the meeting packet. Chilsen reported if the COVID-19 cases continue to increase additional staff will be brought back on to assist with contact tracing, etc.
  - ii. **Expanding Mental Health Nursing Hours:** Chilsen explained that a Public Health RN currently works with the Human Services CSP and CCS programs providing Plans of Care for mental health lab tests, education and doctor ordered mental health injections. Human Services has requested additional RN hours which is being considered while balancing the needs for staffing at the Health Department.

Scott also reported that the Jefferson County WIC program was awarded a grant to look at a platform called “ONE” (Online Nutrition Education) for the tele-health project as a pilot site to engage with WIC clients. Few projects were awarded this grant. It is unknown at this time how much the funding will be. A budget amendment may be needed. WIC caseloads are down nationally due to increased FoodShare allotments during the pandemic, transportation barriers, etc.

#### 12. Operational Update of the Environmental Health Program

- a. **Discussion and Possible Action on Proposed Department of Agriculture, Trade and Consumer Protection (DATCP) Agent Facility Fees:** Mason explained that the WI Department of Agriculture changed the food codes and names in October 2020 into 2 new categories: “Retail Food Establishment” and “Retail Food Establishment Serving Pre-packaged Meals”. Handout included in the meeting packet. *Motion LaMuro/Williams to accept the new fee structure, new names and categories based on previous food code and recommend forwarding this to the Jefferson County Board. Motion passed 5 – 0.*
- b. **Manganese in Water Discussion:** Martin had requested that Manganese in drinking water be looked into. Jakvani reviewed an additional handout provided: “Manganese Risk Report” and reported that the Manganese levels are not currently a concern in Jefferson County as it does not exceed the United States Environmental Protection Agency (EPA) health advisory for lifetime exposure to Manganese.

#### 13. Discussion of the Public Health Preparedness Program

- a. **New Public Health Emergency Preparedness Grant (Budget Period 3):** Scott reviewed the handout included in the meeting packet. The grant period July 1, 2021 – June 30, 2022 was awarded in the amount of \$55,701.00. This grant is used to prepare for Public Health disasters such as floods and tornadoes, ICS staff trainings, recovery from COVID19, etc.
- b. **Vaccine Clinic After Action Report/Improvement Plan:** Scott reported that the staff and volunteers that worked at the mass COVID vaccine clinics at the Jefferson County Fair Park, Johnson Creek Outlet Mall, and in the community did a great job with many compliments received for the coordinated response and training provided. Board members complimented Scott and the entire Health Department staff with a great deal of gratitude for their hard work and long hours during the pandemic.

#### 14. Future Agenda Items: No items requested at this time.

#### 15. Adjourn: *Motion by Schultz/Dabel to adjourn meeting at 2:22 p.m. Motion passed 5 – 0.*

**Next Scheduled Meeting: October 20, 2021.**

Minutes prepared by: Sandee Schunk, Accountant II, Jefferson County Health Department and reviewed by Gail Scott, Director/Health Officer.